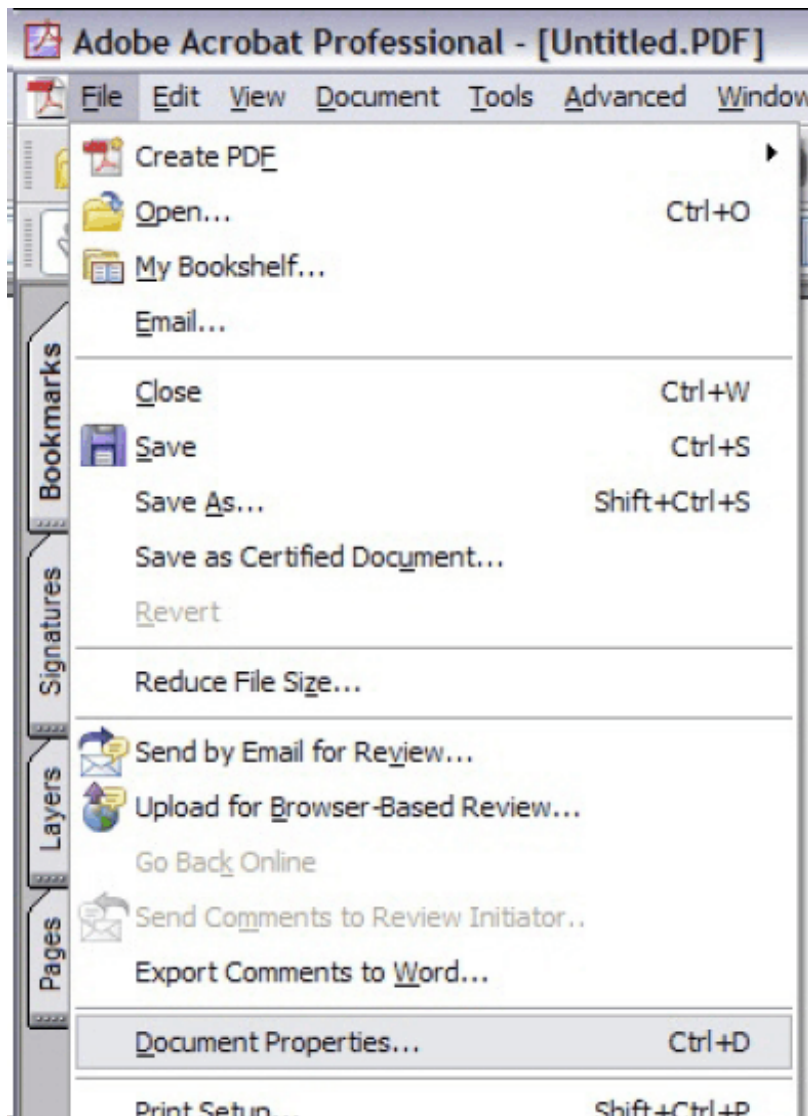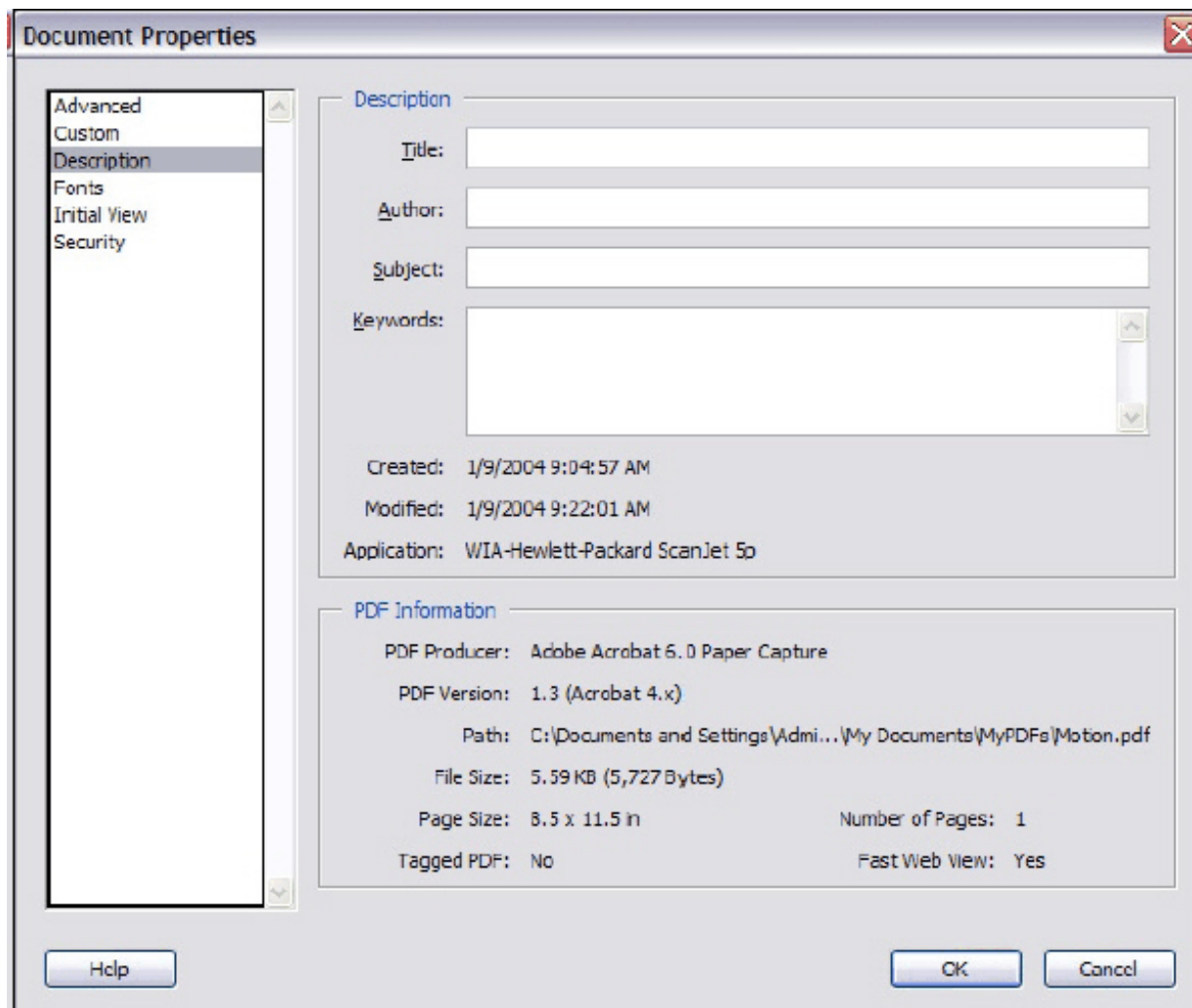**Acrobat 6 - Checking Document Properties**

The following instructions are for use with the Adobe Acrobat 6. This being the newest version of Acrobat available, many questions have arisen about the backward compatibility with versions 4 and 5. The following information details the steps necessary to insure that files created in Acrobat 6 can be viewed in previous versions. If you are using another .pdf generating software or a different version of Adobe Acrobat, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

When preparing PDF documents for submission to the Court, it is important to view the document's properties to insure backward compatibility and to make sure that the file size is below 2MB. The steps that follow illustrate how to do this.

1.   After opening the document, click on **File** on the toolbar and choose **Document Properties**:

2.   The **DOCUMENT PROPERTIES** screen displays:

3.   Choose **Description** from the list on the left.
4.   Insure that under the **PDF Information** section it shows PDF Version compatibility to 1.3 (Acrobat 4.x).
5.   Insure that under the **PDF Information** section it shows the **File Size** as <u>less than 2.0MB</u> (2 Megabytes).
6.   Click the **OK** button.